



# General Guidelines

## Contact us

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Office Hours  
8:30 a.m. to 4:30 p.m., Monday to Friday,  
closed for lunch from 12:30 p.m. to  
1:30 p.m.

The Manitoba Arts Council acknowledges that it carries out its work on the land of Indigenous nations throughout Manitoba. Our office is located on Treaty 1 territory, the ancestral lands of the Anishinaabe, Ininew, Cree, Oji-Cree, Dakota and Dene Peoples and the homeland of the Metis Nation.

## Table of Contents

Contact us.....	10
How to apply.....	13
Online through Manipogo.....	13
Offline applications (PDF and paper forms).....	13
Accessibility fund.....	13
Eligibility.....	13
Applicant types.....	13
Manitoba residents.....	14
Grant amounts and application limits.....	14
Eligible and ineligible activity.....	15
Components of a grant application.....	15
Project information.....	15
Budget.....	15
Support material.....	16
Collaborators.....	16
Application tips.....	16
Submitting your application.....	16
Submitting offline applications.....	17
Submitting an application in French.....	17
Assessment process.....	17
Grant results.....	18
Grant payment.....	19
Acknowledgement of support.....	19
Taxes.....	19
Reporting requirements.....	19
Use of personal information.....	19
APPENDIX I: ELIGIBILITY CRITERIA.....	21
Professional artist.....	21
Emerging artist:.....	21
Established artist:.....	21
Arts/Cultural professional.....	22

Student of the arts.....	22
Indigenous Knowledge Keeper .....	23
Professional arts group .....	24
Professional not-for-profit arts organization.....	24
Professional for-profit arts organization (book and periodical publishers) .....	25
Professional arts service organization .....	25
Community not-for-profit organization.....	26
APPENDIX II: CULTURAL INTEGRITY.....	27
Cultural Integrity in the Creative Process .....	27
Cultural Integrity in the Presentation of Artistic Work and Activities.....	28
MAC’s Commitment.....	28
APPENDIX III: SUPPORT MATERIAL.....	29
File types allowed .....	29
File descriptions .....	30
File naming conventions.....	30

The Manitoba Arts Council (MAC) offers 14 grants that fund different kinds of arts and cultural activities. Each grant has its own specific set of guidelines and application form. This document outlines important information that is relevant to many of the 14 grants.

When applying for a MAC grant, use these general guidelines alongside the guidelines specific to each grant.

## How to apply

### 1. Online through Manipogo

MAC has an online application system called [Manipogo](#) where you can draft and submit grant applications and manage documents related to awarded grants, such as funding agreements and final reports.

In order to apply online, you need to have a valid [profile in Manipogo](#).

Watch our video tutorials for step-by-step instructions on how to create a profile in Manipogo: <https://artscouncil.mb.ca/2019/01/how-to-create-your-profile-on-macs-online-application-system/>

### 2. Offline applications (PDF and paper forms)

You can also request paper or PDF application forms.

To request a PDF or paper application form, contact [helpdesk@artscouncil.mb.ca](mailto:helpdesk@artscouncil.mb.ca) or call toll free 1-866-994-2787.

## Accessibility fund

If you are D/deaf or living with a disability, or you represent a D/deaf and disability arts groups or organization, you can apply for financial assistance to help cover the costs of disability-related services and supports necessary to complete an application or an awarded project.

This includes:

- creating a profile in Manipogo (Profile Assistance);
- completing an application (Application Assistance);
- submitting a final report (Final Report Assistance); or
- completing a project funded through a MAC program (Awarded Project Assistance)

See MAC's [Accessibility page](#) for details.

## Eligibility

### Applicant types

MAC accepts applications from applicants who are:

- professional artists

- arts/cultural professionals
- Indigenous Knowledge Keepers
- students of the arts
- professional arts groups
- professional not-for-profit arts organizations
- professional for-profit arts organizations (book and periodical publishers)
- professional arts service organizations
- community not-for-profit organizations

MAC also accepts nominations for our Recognize – Prizes program. Any person, group, or organization that has no conflict of interest with the nominee can submit a nomination.

Definitions for each applicant type can be found in **Appendix I**.

## Manitoba residents

To apply for a MAC grant, you must have a permanent physical address in Manitoba. You also must have lived in Manitoba for at least one full year before applying for a MAC grant.

If you live in Manitoba, you can be absent from the province for up to one year if:

- the absence is temporary (for example: because of an artistic opportunity, or because you're in school);
- you do not apply for public funding from the province or country where you are temporarily living.

## Grant amounts and application limits

- You can only receive up to \$30,000 of MAC grants within a calendar year.\*
- Only one application can be submitted per grant deadline (except for Share - Artists in Schools grants).
- The project or activity that you need funding for must begin after the application is submitted.
- When applying for multiple grants, you cannot apply for funding to cover the same expenses twice.
- You cannot apply for more grants if you have a final report overdue from previous grants (which due within 18 months of being awarded).
- If your grant application is not awarded, you can submit your project again for a later deadline.

\* Grants received through the Share — Tour, Support — Arts Leaders, Support — Strengthen, and the Recognize — Prizes programs are excluded the \$30,000 limit.

## Ineligible activity

The following activities are **ineligible** in most of MAC's programs, with some exceptions:

- Commercial production work in any discipline, activity whose intention is not primarily art, but the production of products to sell, including music recording\* (except for Indigenous 360 grants)
- Assistant directing (except for Support – Arts Leaders grants)
- Fundraising activities
- Contributions to endowment funds
- Contests
- Activities carried out by groups and organizations that are not planning to pay fees or royalties to artists according to the standards of the arts practice or sector
- Industrial or corporate projects
- Student-led projects (except for Share — Artists in Schools grants)
- Membership or subscription costs
- Activities that do not employ a majority of Manitoban professional artists, arts/cultural workers, or Indigenous Knowledge Keepers
- Touring outside the province of Manitoba
- Publication of previously published material
- Self-publication
- Activities that are predominantly political, religious, academic, or sports-related

\*Music recording and other commercial production work may be eligible for funding through [Manitoba Film & Music](#)'s grant programs.

## Components of a grant application

### Project information

Every grant's application form has unique questions related to your proposed project.

Read the grant-specific guidelines to know what information to include in your applicant.

### Budget

For most MAC grant applications, you must complete a budget form. A standard budget form is used for most MAC grant applications and some sections may not apply to your project. Include brief explanations of items within the budget by using the description fields, if necessary.

Check the grant-specific guidelines to see if a budget is a component of your application.

MAC uses the following guidelines for determining expenses:

- Mileage: 45 cents per kilometer
- Living expenses: approximately \$2,500 per month, but may vary based on your location, living situation, and other factors
- Per diems: \$60 per day

Note: In your budget, the total revenues must match the total expenses.

## Support material

Most MAC grants require support materials. These are samples of your current work that help give context for your grant application. They may include the work or activities of other artists or collaborators involved in your project.

For more details on support materials, see **Appendix III**.

Check the grant-specific guidelines to see if support material is a component of your application.

## Collaborators

For some grant applications, you will be asked to describe who will be involved or participating in the project. Explain why you chose to work with them and what they bring to the project. You will also be asked to include “bios” — a short description of who the person is, what they do, and what experiences or credentials they have — for key collaborators.

Check the grant-specific guidelines to see if the collaborators section is a component of your application.

## Application tips

MAC occasionally publishes blogs and tutorials to help you put together the best application possible. You can find these at:

<https://artscouncil.mb.ca/category/blog/application-tips/>

Have an idea for a topic we should cover? Let us know by emailing [esaurette@artscouncil.com](mailto:esaurette@artscouncil.com).

## Submitting your application

### Submitting applications through Manipogo

Your application must be submitted online before 11:59 pm CST on the deadline date. We recommend that you submit your application during MAC’s office hours when staff is available to help in case you need assistance (Monday to Friday, 8:30 a.m.-4:30 p.m.)

\*Pilot\* Extend button: if you need more time to finish your application, you can automatically give yourself an additional five (5) days to submit your application by clicking the “Extend” button on the bottom right corner of the application.

We highly recommend that you contact a program consultant well in advance of the grant deadline to discuss and review your application and the eligibility of your project.

Watch our video tutorials for step-by-step instructions on how to submit an online grant application: <https://artscouncil.mb.ca/2019/03/how-to-submit-your-application-on-macs-new-online-application-system/>

## Submitting offline applications

Paper or PDF applications must be submitted together with the support material and must be received or postmarked on or before the deadline. The application deadline moves to the next business day if it falls on a weekend or a statutory holiday.

If you submit an offline application, a MAC staff member will contact you to confirm that your application has been received by mail or email. Please contact the MAC HelpDesk if you do not hear back within two weeks of submitting your application.

## Submitting an application in French

MAC welcomes applications in both official languages. When MAC receives applications in French, we select bilingual assessors who are familiar with your discipline and activities to sit on the assessment panel. An assessment panel that includes at least one French application will have a minimum of one bilingual assessor.

Portions of the application will also be translated into English for non-French speaking assessors. Support material will not be translated.

When parts of an application need to be translated, you have two options:

1. MAC will translate the application for you
2. You can hire a translator of your choice and MAC will then repay you at a rate of \$0.27 per word. MAC will let you know which portions need translation.

For more details on how MAC processes and assesses applications submitted in French, read our [Peer Assessment Handbook](#).

## Assessment process

MAC uses a peer assessment process to make decisions on who receives funding. Assessment panels include professional artists, arts/cultural professionals, and Indigenous Knowledge Keepers who can speak about the different kinds of projects and activities within the eligible applications for any given grant deadline.

For a few grants that are time-sensitive and have restricted grant amounts, MAC program consultants assess the applications and decide who is awarded internally.



Assessors decide which applications are awarded based on several different factors, including:

- artistic merit (the project's artistic value)
- impact (how it will affect your communities)
- feasibility (how possible it is to complete the project)

Assessors will look over all eligible applications, including support material. MAC then gives them an evaluation rubric. Refer to your grant's specific guidelines for details on the rubric.

All assessors that participate in a panel are listed in the annual [Grants Listing](#) on our website. However, MAC does not disclose which assessors served on which panels.

For more information, read the [MAC's Peer Assessment Handbook](#).

## Grant results

The granting process is competitive and funds are limited. Submitting an application does not guarantee that you will be awarded all or any of the amount you've requested.

You will receive an email from MAC with the funding decisions within three months of the deadline date.

There are three possible decisions:

- Awarded
- Declined with merit
- Declined

If your application is **awarded**, congratulations! You must log into your Manipogo profile and complete the funding agreement to receive your grant. Your name and the amount of your grant will be published on the MAC website and in MAC's annual Grants Listing.

Note: MAC must approve any large changes to a project. If the project is significantly changed without approval, MAC has the right to rescind your grant.

If your application is **declined with merit**, it means that the assessment panel would have awarded your project if they had the funding. Twice a year, MAC takes the money from rescinded grants and grants it to applicants who were declined with merit, starting with the highest scoring applications. Your name and the amount of your grant will be published on the MAC website and in MAC's annual Grants Listing, but it will not say that your project was originally declined with merit.

If your application is **declined**, you can request feedback from a MAC program consultant to learn how you can improve your application. Declined applications remain confidential.

## Grant payment

Grants are paid in two instalments. The first payment is 90% of the award and will be paid once you have completed the funding agreement, but no earlier than one month before to the start date of your project. If you applied on behalf of an arts group or an organization, your grant will be made payable in the group or the organization's name. A bank account in the group or organization's name is required.

The second payment is the last 10% of the award and will be paid once the applicant's final report has been approved by MAC.

If you are awarded a grant but can't complete your project, contact MAC to discuss repaying your unused funds. Once a rescind has been processed, it cannot be reversed.

## Acknowledgement of support

You must acknowledge MAC's financial support of your project on all materials related to your grant, including websites, brochures, posters, and social media graphics. See [MAC's logo standards](#) for more information.

## Taxes

For taxation purposes, you will receive a T4A slip if the total of all grants you've received in the past calendar year is \$500 or more. When grants are awarded to groups, a T4A slip will be issued to the name of the group.

MAC cannot provide advice on the income tax implications of your grant. We recommend that you speak with a financial advisor to determine how the grant you receive will impact your personal or business income taxes. The payment terms of a grant may also have an impact on the calculation of the taxes payable.

## Reporting requirements

You must submit a final report when your project is finished, or within 18 months of an award date. If you have not submitted a final report within 18 months, you cannot submit any more applications until the overdue report is approved.

The final report will be available to fill out through Manipogo profile after you submit your funding agreement.

Note: You do not need to submit receipts for project expenses with your final report, but MAC reserves the right to request them in case of an audit

## Use of personal information

Information you provide, including contact information, becomes part of MAC's database. MAC is subject to the Freedom of Information and Protection of Privacy Act (FIPPA), and this information is protected under the Act.

You can choose to complete the voluntary identification portion of the applicant profile. This information will not be used in the assessment process and will not be seen by assessors. This information will only be used to monitor how well MAC grants reflect the full diversity of the residents of Manitoba.

See [MAC's Use of Personal Information](#) for more information.

The content of submitted applications are confidential and the names of unsuccessful applicants are not released.

## APPENDIX I: ELIGIBILITY CRITERIA

### Professional artist

- is a Canadian citizen or permanent resident of Canada;
- is a resident of Manitoba for at least one year;
- is 18 years of age or older;
- has training in at least one art form (may include mentorships, self-study, academic training, or any combination of these types of training);
- is recognized by their peers as a professional artist;
- commits a significant amount of time to their artistic practice; and
- has a history of showing their work in a public context.

### Emerging artist:-

- a professional artist who is in the early stages of their professional career and beyond basic training; and
- has between one and five years of professional activity and a minimum of one professional presentation or publication.

### Established artist:-

- a professional artist who is mid-career and beyond in their professional career; and
- has more than five years of professional activity and a minimum of three professional presentations or publications.

### Professional artists can apply for the following grants:

- Create
- Share — Present
- Share — Artists in Communities
- Share — Artists in Schools
- Share — Tour
- Learn — Travel/Professional Development
- Learn — Residencies
- Indigenous 360
- Support — Arts Leaders

Professional artists can also nominate an individual as part of the Recognize - Prizes program.

## Arts/Cultural professional

- is an individual working in the arts but not as a professional artist. This includes arts administrators, producers, directors, technicians, and more;
- is a Canadian citizen or permanent resident of Canada;
- is a resident of Manitoba for at least one year;
- is 18 years of age or older;
- is recognized by their peers as an arts/cultural professional;
- commits a significant amount of time to their work in the arts; and
- has a history of paid professional work in the arts.

### Can apply to the following programs:

- Share – Artists in Communities
- Share – Artists in Schools
- Share – Present
- Share – Tour
- Learn – Residencies
- Learn – Travel/Professional Development
- Indigenous 360
- Support – Arts Leaders

Arts/cultural professional can also nominate an individual as part of the Recognize - Prizes program.

## Student of the arts

- is studying in a program of any arts discipline;
- is a Canadian citizen or permanent resident of Canada;
- is a resident of Manitoba (for at least one year);
- is 18 years of age or older;
- is registered as a full-time student at an undergraduate or graduate level post-secondary institution (accredited professional training school, university or college); and
- has some training, experience, or accomplishment in the area of the arts in which they plan to study.

### Can apply to the following programs:

- Learn - Scholarship

Students of the arts can also nominate an individual as part of the Recognize - Prizes program.

## Indigenous Knowledge Keeper

- is First Nations, Métis, or Inuit;
- is a Canadian citizen or permanent resident of Canada;
- is a resident of Manitoba (for at least one year);
- is 18 years of age or older;
- is recognized and respected by their community as a significant contributor to cultural practice;
- commits a significant amount of time to the preservation and sharing of Indigenous artistic and cultural practices;
- has knowledge and experience with Indigenous traditional teachings, protocols, culture, and history;
- has training or learned teachings in the field of Indigenous arts, (may include mentorships, self-study, academic training, learning from family or community members and more); and

has engaged in professional community-based arts and cultural activities on a regular basis (at least 3 years)

### Can apply to the following programs:

- Create
- Learn — Travel/Professional Development
- Learn — Residencies
- Share — Artists in Communities
- Share — Artists in Schools
- Share — Present
- Share — Tour
- Indigenous 360
- Support – Arts Leaders

Indigenous Knowledge Keepers can also nominate an individual as part of the Recognize - Prizes program.

## Professional arts group

- is a group or collective made up of two or more members working in an artistic practice;
- has a majority of members that are professional artists who:
  - are Canadian citizens or permanent residents of Canada
  - are residents of Manitoba
  - are 18 years of age or older;
- is recognized by their peers as a professional arts group;
- has a professional history of presenting, publishing, or engaging with an arts practice in a public context;
- hires professional artists and pays professional fees to artists; and
- must be able to receive a grant payable to its name.

Can apply to the following programs:

- Create
- Share — Present
- Share — Artists in Communities
- Share — Artists in Schools
- Share — Tour
- Indigenous 360 (if Indigenous led)

Professional arts groups can also nominate an individual as part of the Recognize - Prizes program.

## Professional not-for-profit arts organization

- creates, produces, presents, and supports artistic work in any discipline;
- is led by paid, qualified, professional personnel;
- is governed by a board of directors or an advisory body responsible for the organization;
- engages professional artists and pays professional fees to artists;
- has been active in the province for at least one year prior to applying;
- is based in Manitoba;
- is incorporated; and
- operates as a not-for profit.

Can apply to the following programs:

- Share – Present
- Share – Artists in Communities
- Share – Artists in Schools
- Share – Tour
- Indigenous 360 (if Indigenous led)
- Support – Strengthen
- Recognize — Competitions

Professional not-for-profit arts organizations can also nominate an individual, group, or organization as part of the Recognize - Prizes program.

### Professional for-profit arts organization (book and periodical publishers)

- supports the dissemination of artistic work in books or periodical publishing;
- is led by paid, qualified, professional personnel;
- supports professional artists and pays professional fees and royalties to writers;
- has been active in the province for at least one year prior to applying;
- is based in Manitoba; and
- is incorporated.

Can apply to the following programs:

- Share – Present
- Share – Artists in Communities
- Share – Artists in Schools
- Support – Strengthen
- Indigenous 360 (if Indigenous led)
- Professional for-profit arts organizations can also nominate an individual, group, or organization as part of the Recognize — Prizes program.

### Professional arts service organization

- supports the development of professional artists and the arts and cultural sector;
- is led by paid qualified personnel;
- has professional membership;
- is governed by a board of directors or an advisory body responsible for the organization;
- has been active in the province for at least one year prior to applying;
- is based in Manitoba; and
- operates as a not-for-profit.

Can apply to the following programs:

- Share – Present
- Share – Artists in Communities
- Share – Artists in Schools
- Support – Strengthen
- Indigenous 360 (if Indigenous led)
- Recognize – Competitions
- Professional arts service organizations can also nominate an individual, group, or organization as part of the Recognize - Prizes program.



## Community not-for-profit organization

- is governed by a board of directors or an advisory body responsible for the organization;
- hosts or organizes some artistic and/or cultural activities;
- has been active in the province for at least one year prior to applying;
- is based in Manitoba; and
- operates as a not-for profit.

### Can apply for the following programs:

- Share — Artists in Communities
- Share – Tour
- Indigenous 360 (if Indigenous led)
- Recognize — Competitions

Community not-for-profit organizations can also nominate an individual as part of the Recognize - Prizes program.

## APPENDIX II: CULTURAL INTEGRITY

Cultural integrity is the practice of respecting, acknowledging, and honoring the materials, art forms, traditions, and practices that originate from a particular culture or community.

All MAC grant applications have questions about cultural integrity. It is important for applicants to recognize and speak about how culture affects the creation and presentation of their project.

### Cultural Integrity in the Creative Process

If you are applying for funding to create new work and your project includes subject matter, material, or practices outside your own cultural community, assessors will consider how you demonstrate cultural integrity within your project. Specifically, they will review your application to see if there is evidence of cultural appropriation in the project. “Cultural appropriation” is the unacknowledged or inappropriate adoption of the customs, practices, ideas, etc. of one people or society by members of another people or society.

You are encouraged to reflect on and explain the role of culture in your proposed project as you prepare your application. Consider the following, if applicable:

- Are you aware of and do you understand the origin of the material, custom, or practice you are incorporating into your project?
- What is your relationship to the cultural community from which this material/practice originates?
- Have you addressed cultural protocols connected to the practice or tradition?
- Have you considered whether your project could have unintended harmful consequences or is disrespectful to the community involved?
- If your proposed project focuses on or includes Indigenous materials, traditions, or knowledge, do you understand the unique worldviews and creative cultures of Indigenous peoples? Do you understand the historical and ongoing wrongs perpetrated by colonialism? How did you gain this understanding?
- Have you properly acknowledged and compensated contributors?
- If the applicant belongs to the people or society from which the subject matter of their project originates, they are invited to but certainly not required to share the origins of their knowledge of the customs, practices, and ideas reflected in their project.

## Cultural integrity in the presentation of artistic work and activities

When assessors review applications for projects that involve the presentation of artistic works or activities, they will consider cultural integrity in your project. When preparing your application, you can demonstrate cultural integrity by reflecting on and explaining the following:

- Why did you select this work(s) or activity to present? Are you aware of its history and origin?
- Who will be performing the work or leading the activity?
- Whose perspectives are being presented in the work or activity?
- Which cultures or communities are represented in the work or activity?
- What connections do you and/or your group have to the cultures or communities represented in the work or activity?
- Who is your intended audience or participant group(s)?
- How do you hope the work or activity will impact your audience members?

## MAC's Commitment

MAC is committed to fostering greater inclusion and diversity in the arts and operates in accordance with the Manitoba Human Rights Code. MAC is also committed to the standards and principles of the United Nations Declaration on the Rights of Indigenous Peoples. MAC is likewise committed to the standards and principles of the United Nations Declaration on the Rights of Indigenous Peoples.

MAC actively opposes discrimination, stereotypes, and cultural appropriation. We share the goal of equity for those who have been excluded and strongly condemn racism in every form. As we carry out our work to provide Manitoba citizens with access to the arts, we acknowledge our responsibility to advance social justice.

## APPENDIX III: SUPPORT MATERIAL

Support materials are samples of current work that is either relevant to your grant application or helps give context for your grant application. They may include the work or activities of other key artists or partners involved in your project.

Make sure you obtain the permission of any other artists involved in the creation of the work before including it in your application. You must also credit the artists in collaborative projects, and any artists that appear or are heard in the support materials provided if necessary.

Support material may include:

- samples of your writing
- images and/or videos of your artwork
- audio recordings
- catalogues
- books
- reviews

If you are working in a new medium or genre, choose the strongest samples of your work that demonstrate the highest artistic quality. You may choose to include earlier work/activities to provide context for your application. Arts educators and artists applying to teach or work in the community should provide examples of work created in similar projects, such as workshops you may have led, sample lesson plans, etc.

For most MAC grant applications, you must submit a **minimum of one** and a **maximum of three** items of support material.

The following count as **one item**:



up to 5 digital images **OR**



up to 15 pages of text **OR**



up to 4 minutes of audio or video

For instance, your three items can be a total of 15 images, or 45 pages of text, or 12 minutes of audio/video. You can also submit a combination of images, text, and recordings, as long as it falls within these limits.

Materials that are more than the allowable limits will not be distributed to the assessors. For example, an 11:34 minute video or audio recording will be stopped at exactly 4:00 minutes, which may mean it will be cut in mid-scene or mid-sentence.

### File types allowed

- **Images:** tiff, jpeg, gif, png, bmp, jpg, tif; maximum file size: 10 MB

- **Text:** pdf; maximum file size: 5 MB
- **Audio/Video:** aac, avi, mp3, wav, mov, mp4, m4v; maximum file size: 500 MB
  - For audio/video files, you may also enter a link toward Vimeo, YouTube, SoundCloud or Bandcamp.

## File descriptions

All support material must be documented in the online form. Please include the following information:

- **Images:** date produced, title of work, applicant's role, file name, dimensions, medium
- **Audio/Video:** date produced, title of work, applicant's role, file name, running time
- **Text:** date produced, title of work, applicant's role, file name, number of pages

## File naming conventions

Ensure that the file names provided in the online form match the names of the files you are submitting.

- File names must not exceed 60 characters
- File names must not contain the following:
  - ` ~ ! @ # \$ % ^ & \* ( ) = + [ { ] } \ | ; : ' " , < . > / ?
- Labeling in the following format will ensure your material is viewed in the correct sequence. Numbering should correspond with the order on your support material list.
  - Number the first nine files beginning with zero
  - Include your initials (e.g. dg)
  - Include the title of the work
  - Example: 01dgTitle, 02dgTitle, 03dgTitle...